



Dave Yost • Auditor of State

LORAIN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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Independent Auditor's Report on Applying Agreed-Upon Procedures

Halina Schroeder, Audit Chief
Division of Fiscal Administration - Audit Office
Ohio Department of Developmental Disabilities
30 E. Broad Street, 13th Floor
Columbus, Ohio 43215

Dear Ms. Schroeder:

As permitted by Ohio Rev. Code § 5123.05 and as required by the *Application for a § 1915(c) HCBS Waiver*, Appendix I-2(c), the Auditor of State's Office performed the procedures enumerated below, to which the Ohio Department of Developmental Disabilities (DODD) agreed. The purpose is to assist you in evaluating whether the Lorain County Board of Developmental Disabilities (County Board) prepared its *Income and Expenditure Report* for the years ended December 31, 2009 and 2010 (Cost Reports) in accordance with DODD's Guide to Preparing Income and Expenditure Reports for 2009 and 2010 (Cost Report Guides) and to assist you in evaluating whether reported receipts and disbursements complied with 2 CFR 225 (OMB Circular A-87 *Cost Principles for State, Local, and Indian Tribal Governments*), and other compliance requirements described in the procedures below. The County Board's management is responsible for preparing these reports. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of DODD. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Statistics – Square Footage

1. DODD requested us to tour the facilities to identify how space was used by County Board programs and to identify new, closed or empty buildings along with rented or idle space and, if final 2008 square footage totals are the same and no significant changes in the floor plan have occurred, to perform no additional procedures.

We toured the facilities to identify how space was used by County Board programs and to identify new, closed or empty buildings along with rented or idle floor space. We found no unreported rented or idle floor space.

The County Board reported square footage under Non-Reimbursable in 2009 and 2010 which they had not reported in the final 2008 cost report. Upon investigation, it was revealed these were common space and therefore will be removed from the cost reports.

See Appendix A (2009) and Appendix B (2010) for revisions.

2. DODD requested us to report variances if the County Board's square footage for three rooms varied by more than 10 percent of the square footage reported in the summary which rolls up to *Schedule B-1, Section A, Square Footage* of the Cost Reports.

We did not perform this procedure as there were no significant changes in square footage allocated between programs from the square footage reported in the final 2008 cost report through 2009 and

2010 except for those noted in Procedure 1 above

3. DODD requested us to report variances if the County Board's square footage for one floor plan varied by more than 10 percent of the square footage reported in the summary which rolls up to *Schedule B-1, Section A, Square Footage* of the Cost Reports.

We did not perform this procedure as variances were isolated and the allocation of square footage hadn't changed from 2008.

4. DODD requested us to report variances if the County Board's square footage summary varied by more than 10 percent when comparing the County Board's summary to the Cost Report for any cell within *Schedule B-1, Section A, Square Footage* worksheet.

We compared the County Board's square footage summary to the square footage reported for each cell in *Schedule B-1, Section A, Square Footage* of the Cost Reports.

We found variances exceeding 10 percent and we reported these variances in Appendix A (2009) and Appendix B (2010).

5. DODD asked us to obtain the County Board's methodology for allocating square footage between programs and reviewed the methodology to ensure that square footage for areas shared by more than one type of service is allocated by program based on reported usage of the area in accordance with the Cost Report Guides.

We obtained the County Board's methodology for allocating square footage and compared the methodology with the Cost Report Guides.

The County Board reported the same square footage in the 2009 and 2010 cost reports. Therefore we tested the 2009 methodology, and applied the results to both years' cost reports. We found no inconsistencies between the County Board's methodology and the Cost Report Guide.

Statistics – Attendance

1. We reviewed the Cost Reports to determine if individuals served or units of service were omitted on *Schedule B-1, Section B, Attendance Statistics*, worksheet 4, or worksheets 7A to 7H which result in unassigned program or general expenses-all program costs.

We determined that the number of individuals served for worksheets 7A, 7D, 7E, 7F, 7G, 7H needed to be obtained as costs were reported in ICF/MR and Community Residential for 2009 and 2010 and were not being assigned to ICF/MR and Community Residential. The County Board provided support for these omitted statistics.

These statistics are reported in Appendix A (2009) and Appendix B (2010).

2. DODD asked us to compare the County Board's final 2008 typical hours of service reported on *Schedule B-1, Section B, Attendance statistics* to the typical hours of service reported on *Schedule B-1* for 2009 and 2010 and, if the hours are the same, to do no additional procedures.

We compared the final 2008 typical hours of service to the typical hours of service reported on *Schedule B-1* for 2009 and 2010.

We found no differences.

3. DODD requested us to report variances if the Board's attendance statistics were not within two percent of the attendance statistics reported.

We compared the County Board's Facility Based Individuals Served and Day of attendance Report for the number of individuals served, days of attendance, and 15 minute units with similar information reported for Day Habilitation/Adult Day Services/Vocational Habilitation, Enclave and Community Employment on *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports and determined if the statistics were reported in accordance with the Cost Report Guides. We also footed the County Board's reports on Attendance Statistics for accuracy.

We found variances or computational errors exceeding two percent. We reported these variances in Appendix A (2009) and Appendix B (2010).

4. DODD requested us to report variances if the County Board's number of individuals served varied by more than 10 percent when compared to the prior year's final attendance statistics on *Schedule B-1, Section B, Attendance Statistics*.

We compared the County Board's final 2008 number of individuals served to the final individuals served for Day Habilitation/Adult Day Services/Vocational Habilitation, and Enclave for 2009 and the final 2009 individual served to the final individuals served for 2010 on *Schedule B-1, Section B, Attendance Statistics* and determined if the variances were over 10 percent.

The number of reported individuals served changed more than 10 percent from the prior year's Schedule B-1 and as a result we performed procedure 5 below.

5. DODD requested us to report variances if the individuals served on *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports were not within three of the individuals documented on the attendance sheets.

We haphazardly selected 15 individual names from the County Board's attendance sheets for 2009 and compared the individuals by name to the compiled listing of individuals served by program documentation which rolls up to *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports

We found no differences.

6. DODD requested us to report variances to *Schedule B-1, Section B, Attendance Statistics* if more than three of the 15 minute community employment units tested were not calculated in accordance with the Cost Report Guide.

We haphazardly selected 15 units from 2009 and 15 units from 2010 from the County Board's Community Employment units report and determined if the units were calculated in accordance with the Cost Report Guide.

We found no differences.

Statistics – Transportation

1. DODD requested us to report variances if the Board's transportation units were not within two percent of total units reported on each line of *Schedule B-3 Quarterly Summary of Transportation Statistics*.

We compared the number of one-way trips from the County Board's Transportation Monthly totals report with those statistics as reported in *Schedule B-3, Quarterly Summary of Transportation Statistics* of the Cost Reports. We also footed the County Board's Transportation Monthly totals report for accuracy.

We found differences we reported in Appendix A (2009) and Appendix B (2010).

2. DODD requested us to report variances of more than 10 percent of the total trips taken for ten individuals for both 2009 and 2010, between the County Board's internal documentation versus the amount reported on *Schedule B-3, Quarterly Summary of Transportation Services*.

We traced the number of trips for 10 individuals for 2009 and 10 individuals for 2010 from the County Board's daily reporting documentation to *Schedule B-3, Quarterly Summary of Transportation Services*.

We found no differences.

3. DODD requested us to report variances if the Board's cost of bus tokens/cabs was not within two percent of the total amount reported on *Schedule B-3 Quarterly Summary of Transportation Statistics*.

We compared the cost of bus tokens/cabs from the County Board's State Expenses Detailed report to the amount reported in *Schedule B-3* of the Cost Reports.

We found differences in 2009 as reported in Appendix A (2009).

Statistics – Service and Support Administration (SSA)

1. DODD requested us to report variances if the County Board's SSA units were not within two percent of total units reported on each line of *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration*.

We compared the number of SSA units Targeted Case Management (TCM), Other SSA Allowable, Home Choice, and SSA Unallowable from the County Board's Annual SSA reports with those statistics reported in *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration*. We also footed the County Board's Annual SSA reports for accuracy.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

2. DODD requested us to report variances if the Other SSA Allowable units tested had an error rate exceeding 10 percent and indicated a systemic issue.

We haphazardly selected a sample of 80 Other SSA Allowable units for both 2009 and 2010 from the TCM Other Allowable Detail reports and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D), and also included the documentation

required by Ohio Admin. Code § 5101:3-48-01(F). We also determined if the units for Other Allowable SSA services for both 2008 and 2009 were provided to individuals that were not Medicaid eligible at the time of service delivery per the Medicaid Information Technology System (MITS).

The units found to be in error did not exceed 10 percent of our sample for 2010. However, the 2009 units found to be in error exceeded 10 percent of our Other SSA Allowable services sample.

From the sample population of 28,344 Other SSA Allowable units for 2009, we selected our sample of 40 units and found 30 percent of those units were for individuals Medicaid eligible at the time of service delivery and we projected and then reclassified 7,581 units as TCM units.

We reported the differences in Appendix A (2009).

The County Board stated they do not have a process in place to determine ongoing Medicaid eligibility. Currently, the only way to determine Medicaid eligibility is during the intake process, which occurs annually. During that time, individuals receiving services could lose Medicaid eligibility while continuing to receive services; however, the Board does not get reimbursed for those services the individual receives while not enrolled on Medicaid.

Recommendation: The County Board should develop a process to help determine Medicaid eligibility of individuals served and ensure that TCM services to Medicaid eligible recipients are appropriately classified as Line 1-TCM units on *Schedule B-4, Quarterly Summary of Units of Service - Service and Support Administration* as required by the Cost Report Guide. Section *Schedule B-4, Quarterly Summary of Units of Service - Service and Support Administration* of the Cost Report Guide states in pertinent part, "Units of Service, for purposes of this schedule, are to be separated into categories as denoted below:

- TCM – Medicaid Eligible Individuals;
- Other SSA Allowable Units – Non-Medicaid Eligible Individuals; and
- Transition Coordination services provided under the Home Choice demonstration grant.

3. DODD requested us to report variances if the SSA Unallowable units tested had an error rate exceeding 10 percent and indicated a systemic issue.

We haphazardly selected a sample of 80 Unallowable SSA service units for both 2009 and 2010 from the Un-Allowable Detail reports and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D), and also included the documentation required by Ohio Admin. Code § 5101:3-48-01(F).

The units found to be in error did not exceed 10 percent of our sample for 2009 and 2010.

4. DODD requested us to report decreases exceeding five percent in total SSA units by line on *Schedule B-4* when compared to the prior year's final cost report.

We compared the final 2008 SSA units to the final 2009 SSA units and compared the final 2009 SSA units to the final 2010 SSA units.

The final units did not decrease by more than five percent from the prior year's *Schedule B-4*.

Revenue Cost Reporting and Reconciliation to the County Auditor Report

1. We compared the receipt totals from the 12/31/2009 and 12/31/2010 County Auditor's revenue report for funds 3280, 3300, 3320, and 5750 to the County Auditor's report totals reported on the *Reconciliation to County Auditor Worksheets*.

We found no differences.

2. DODD asked us to determine whether total County Board receipts reported in the *Reconciliation to County Auditor Worksheets* reconciled within 1/4 percent of the County Auditor's yearly report of total receipts for these funds.

Total County Board receipts from were within 1/4 percent of the County Auditor yearly receipt totals reported for these funds.

3. We compared revenue entries on *Schedule C Income Report* to the North East Ohio Network Council of Government (COG) prepared County Board Summary Workbook.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

4. We reviewed the County Board's revenue report and *Schedule C Income Report* to determine whether revenues are maintained separately to offset corresponding expense via the use of specific expenditure costs centers and identified any potential revenue offsets/applicable credits.

We identified the following sources of potential revenue credits for which the County Board did not offset costs on the Cost Reports in accordance with 2 CFR 225, Appendix A (C)(3)(c) and (4)(a):

- Miscellaneous refunds, reimbursements and other income in the amount of \$13,630.05 in 2009 and \$64,319 in 2010;
- Title IVB revenues in the amount of \$138,034.92 in 2009 and \$131,724.84 in 2010;
- School Lunch Program revenues in the amount of \$34,340.65 in 2009 and \$39,021.12 in 2010;
- Title XX revenues in the amount of \$201,506.00 in 2009 and \$246,831.00 in 2010; and
- Ohio Rehabilitation Services Commission revenues in the amount of \$5,984.80 in 2009 and \$2,841.00 in 2010.

Paid Claims Testing

1. We selected 50 paid claims among all service codes from 2009 and 2010 from the Medicaid Billing System (MBS) data and determined if the claims met the following service documentation requirements of Ohio Admin. Code Sections 5123:2-9-05, 5123-2-9-18(H)(1)-(2), and 5101:3-48-01(F):

- Date of service;
- Place of service;
- Name of the recipient;
- Name of the provider;
- Signature of the person delivering the service or initials of the person delivering the service if the signature and corresponding initials are on file with the provider;
- Type of service (for homemaker/personal care, type must include if routine, on-site/on-call, or level one emergency);

- Number of units of the delivered service or continuous amount of uninterrupted time during which the service was provided; and
- Arrival and departure times of the provider of service's site visit to the recipient's location or of the recipient's visit to the provider of service's location.¹

We found no instances of non-compliance with these documentation requirements for 2009 and/or 2010.

2. DODD requested us to report variances if units reimbursed by Medicaid were more than the units reported in the Cost Reports.

We compared the number of reimbursed TCM units and Community Employment units from the MBS Summary by Service Code report, to the final units on *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration*, Line (1)(F), *TCM Units* and to *Schedule B-1, Section B, Attendance Statistics, Line (4)(C), Supported Employment – Community Employment*, 15 minute units, respectively.

We found no instances where the Medicaid reimbursed units were greater than audited TCM units.

3. DODD requested us to report whether any reimbursements exceeded disbursements on *Schedule A, Summary of Service Costs- By Program* worksheet by two percent.

We compared the amounts reported on *Schedule A, Summary of Service Costs – By Program*, Lines (20) to Line (25) for Community Residential to the amount reimbursed for these services in 2009 and 2010 on the MBS Summary by Service Code report.

Because the amount reported exceeded reimbursements by two percent we obtained the County Board's explanation. The variance for the County Board was due to the costs for the licensed homes allocated to the HPC line are all expenditures less room and board costs. Given the calculated amount attributed to room and board, the expenditures assigned to HPC exceed the rate of reimbursement. Local levy dollars are utilized as an offset given the cost allocation methodology.

Non-Payroll Expenditures and Reconciliation to the County Auditor Report

1. We compared the disbursement totals from the 12/31/2009 and 12/31/2010 County Auditor's report listed on the *Reconciliation to County Auditor Worksheets* to the County Auditor's disbursements report balances for funds 3280, 3300, 3320, and 5750.

We found no differences.

2. DODD asked us to determine whether total County Board disbursements reported in the *Reconciliation to County Auditor Worksheets* reconciled within 1/4 percent of the County Auditor's yearly report of total disbursements for these funds.

Total County Board disbursements were within 1/4 percent of the County Auditor yearly disbursement totals reported for these funds.

¹ For non-medical transportation (service codes) we reviewed similar service documentation requirements to ensure compliance with Ohio Admin. Code § 5123:2-9-18(H)(1)-(2) excluding (H)(1)(d),(f),(j) and (H)(2)(d),(f).

3. DODD asked that we compare the account description and amount for each reconciling item on the *Reconciliation to County Auditor Worksheet* to the County Board's Expense Detailed Reports and other supporting documentation unless Procedure 2 above reconciled within the 1/4 percent threshold.

We did not perform this procedure since total County Board disbursements were within 1/4 percent of the County Auditor yearly disbursement totals in Procedure 2 above.

4. DODD asked us to compare the County Board disbursements on the Detailed Expense reports to the amounts reported on Worksheets 2 through 10, and report variances exceeding \$100 for service contracts and other expenses on any Worksheet.

We compared all Service Contract and Other Expenses entries on Worksheets 2 through 10 to the County Board's State Expenses Detailed reports.

We found no differences.

5. We compared disbursement entries on Schedule A, Summary of Service Costs – By Program and Worksheets 2 through 10 to the North East Ohio Council of Government (COG) prepared County Board Summary Workbook.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

6. DODD asked us to determine whether total County Board disbursements on the detailed expenditure reports were properly classified, on Worksheets 2 through 10, within two percent of total service contracts and other expenses for each individual Worksheet and that no Worksheet included disbursements over \$100 which are non-federal reimbursable under 2 CFR 225 Appendix B.

We scanned the County Board's detailed expenditure reports for service contracts and other expenses in the following columns and worksheets: Column X-Gen Expense all Programs on Worksheets 2, 3 and 8; Column N-Service and Support Admin Costs on Worksheet 9; and Columns E-Facility Based Services, F-Enclave, and G-Community Employment on Worksheet 10 and reviewed documentation to identify disbursements not classified as prescribed by the Cost Report Guides or costs which are non-federal reimbursable under 2 CFR 225 Appendix B.

We found differences for misclassified and non-federal reimbursable costs as reported in Appendix A (2009) and Appendix B (2010).

7. We scanned the County Board's detailed expenditure reports for items purchased during 2009 and 2010 that met the County Board's capitalization criteria and traced them to inclusion on the County Board's Fixed Asset Listing.

We found no unrecorded purchases meeting the capitalization criteria.

8. We haphazardly selected 20 disbursements from 2009 and 2010 from the County Board's detailed expenditure reports that were classified as service contract and other expenses on Worksheets 2-10 (not selected for scanning under Step 5 above). We determined if supporting documentation was maintained as required by 2 CFR 225 (OMB Circular A-87, Appendix A, (C)(1)(j)) and the disbursement was properly classified according to the Cost Report Guides. We are to adjust any unallowable costs exceeding \$100 and reclassify other allowable expenses misclassified that exceed two percent of all non-payroll expenses from any worksheet on the original cost report.

We found no differences exceeding two percent of total service contracts and other expenses on any Worksheet or any disbursements over \$100 which are non-federal reimbursable under 2 CFR 225 Appendix B.

Property, Depreciation, and Asset Verification Testing

1. We compared the County Board's procedures regarding capitalization of fixed assets with the Cost Report Guides for preparing *Worksheet 1, Capital Costs* and 2 CFR 225 (OMB Circular A-87, Appendix B, 15(a)(2)).

We found no inconsistencies between the County Board's capitalization procedures and the guidelines listed above.

2. We compared the County Board's final 2008 Fixed Asset Ledger to the County Board's 2009 and 2010 Fixed Asset Ledgers for changes in the depreciation amounts for assets purchased prior to the periods under review which were not in compliance with the Cost Report Guides.

We found no differences.

3. DODD asked us to compare the depreciation costs reported in the County Board's depreciation schedule to the amounts reported on *Worksheet 1, Capital Costs*, and to report variances exceeding \$100.

We compared all depreciation entries reported on *Worksheet 1, Capital Costs* to the County Board's Depreciation Schedule.

We found differences exceeding \$100 as reported in Appendix A (2009) and Appendix B (2010).

4. We scanned the County Board's Depreciation Schedule for 2009 and 2010 for depreciation taken on the same asset more than once, assets that were fully depreciated in prior years, or depreciation taken on assets during the period of acquisition which were not in compliance with the Cost Report Guides.

We found no differences.

5. We haphazardly selected 2 County Board's fixed assets which meet the County Board's capitalization policy and purchased in either 2009 or 2010 to determine if their useful life agreed to the estimated useful lives prescribed in the 2008 American Hospital Association (AHA) Asset Guide. We also recomputed the first year's depreciation for these assets, based on their cost, acquisition date and period of useful life to determine compliance with the Cost Report Guides and AHA Asset Guide.

We found no differences.

6. We haphazardly selected 1 disposed asset from 2009 and 2010 from the County Board's list of disposed assets and determined if the asset was removed from the County Board's fixed asset ledger. We also recalculated depreciation and any gain or loss applicable to 2009 (and 2010, if applicable) for the disposed items based on its undepreciated basis and any proceeds received from the sale of the asset to determine compliance with the Cost Report Guide and CMS Publication 15-1, Chapter 1.

We found differences in 2009 as reported in Appendix A (2009).

Payroll Testing

1. DODD asked us to determine whether total County Board salaries and benefits in the 2009 and 2010 cost reports were within two percent of the County Auditor's report totals for these funds.

We totaled salaries and benefits from Worksheets 2-10 from the 2009 and 2010 cost reports and compared the yearly totals to the County Auditor's financial reports. The variance was less than two percent.

2. DODD asked us to compare the County Board disbursements on the State Expenses Payroll Reports to the amounts reported on worksheets 2 through 10, and to report variances exceeding \$100 for salaries or employee benefit expenses.

We compared all Salary and Employee Benefit entries on worksheets 2 through 10 to the County Board's State Expenses Payroll Reports.

We found no differences exceeding \$100 for Salary or Employee Benefit expenses on any worksheet.

3. We selected 40 employees and compared the County Board's organizational chart, staffing/payroll journal, and job descriptions if needed to the worksheet in which each employee's salary and benefit costs were allocated to ensure allocation is consistent with the Cost Report Guides.

We found no differences

4. DODD asked us to scan the County Board's State Expenses Detailed Reports for 2009 and 2010 and compare classification of employees to entries on worksheets 2 through 10 to determine if salary and benefit costs were reported in accordance with the Cost Report Guides if the errors in Procedure 3 above exceeded 10 percent.

We did not perform this procedure as the misclassification errors in Procedure 3 above did not exceed 10 percent of the sample size.

Medicaid Administrative Claiming (MAC)

1. DODD asked us to contact its Office of Audits to report differences if the MAC salary and benefits exceeded the County Board's payroll records by one percent or more.

We compared the salary and benefits entered on the Individual MAC Costs by Code and MAC Random Moment Time Summary (RMTS) reports to the County Board's payroll records.

We found no variance exceeding one percent.

2. We compared the original Individual MAC Costs by Code and MAC Random Moment Time Summary (RMTS) Report(s) to Worksheet 6, columns (I) and (O) for both years.

We found differences in 2010 as reported in Appendix B (2010).

3. We compared Ancillary Costs on the Roll Up Report for the Ohio Department of Job and Family Services to Lines 6-10 of the *MAC Reconciliation Worksheet*.

We found differences in 2010 as reported in Appendix B (2010).

4. We selected 84 RMTS observed moments completed by employees of the County Board from the DODD RMTS Participant Moments Question and Answer report for the fourth quarter of 2010 in which they documented their time spent on administering Medicaid-funded programs. We determined if supporting documentation of the County Board employees' activity for each observed moment was maintained and the observed moment was properly classified in accordance with DODD's Guide to Medicaid Administrative Claiming (MAC) using the Random Moment Time Studies (RMTS) Methodology for 2010.

We found no differences.

We did not receive a response from officials to the exceptions noted above.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the County Board's Cost Reports. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the managements of the County Board, DODD, The Office of Medical Assistance, and the Centers for Medicare and Medicaid Services and is not intended to be, and should not be used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State

June 11, 2013

cc: Amber Fisher, Superintendent, Lorain County Board of Developmental Disabilities
John Bonko, Business Manager, Lorain County Board of Developmental Disabilities
Michelle Hunt, Board President, Lorain County Board of Developmental Disabilities

Appendix A
Lorain County Board of Developmental Disabilities
2009 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule A				
19. Room and Board/Cost to Live (L) Community Residential	\$ 411,486	\$ 19,803	\$ 431,289	To adjust COG entries
Schedule B-1, Section A				
7. Occupational Therapy (B) Adult	\$ -	\$ 368	\$ 368	to add square footage
7. Occupational Therapy (C) Child	\$ -	\$ 309	\$ 309	to add square footage
8. Physical Therapy (B) Adult	\$ -	\$ 368	\$ 368	to add square footage
8. Physical Therapy (C) Child	\$ -	\$ 309	\$ 309	to add square footage
14. Facility Based Services (B) Adult	\$ 70,644	\$ (368)	\$ 69,908	to adjust square footage
25. Non-Reimbursable (B) Adult	\$ 19,896	\$ (19,896)	\$ -	to remove square footage
25. Non-Reimbursable (C) Child	\$ 7,101	\$ (7,101)	\$ -	to remove square footage
25. Non-Reimbursable (D) General	\$ 18,838	\$ (18,838)	\$ -	to remove square footage
Schedule B-1, Section B				
1. Total Individuals Served By Program (C) Supported Emp. -Con	\$ 95	\$ (1)	\$ 94	to adjust individuals served
4. 15 Minute Units (C) Supported Emp. -Community Employment	\$ 2,230	\$ 644	\$ 2,874	to adjust units
Schedule B-3				
1. Children 0-2 (G) One Way Trips- Fourth Quarter	\$ -	\$ 16	\$ 16	to add omitted trips
3. Children 6-21 (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ 947	\$ (93)	\$ 854	to adjust costs
5. Facility Based Services (G) One Way Trips- Fourth Quarter	\$ 56,818	\$ (48,436)	\$ 8,382	to adjust trips
Schedule B-4				
1. TCM Units (D) 4th Quarter	\$ 20,794	\$ 4,440	\$ 25,234	To adjust units
		\$ 7,581	\$ 32,815	to move projected units
1. TCM Units (E) COG Activity	\$ 1,540	\$ 42	\$ 1,582	to adjust COG units
2. Other SSA Allowable Units (C) 3rd Quarter	\$ 10,168	\$ (6,151)	\$ 4,017	to move projected units
2. Other SSA Allowable Units (D) 4th Quarter	\$ 6,808	\$ (5,378)	\$ 1,430	To adjust units
		\$ (1,430)	\$ -	to move projected units
2. Other SSA Allowable Units (E) COG Activity	\$ 151	\$ (38)	\$ 113	to adjust COG units
5. SSA Unallowable Units (D) 4th Quarter	\$ 2,225	\$ 782	\$ 3,007	to add unallowable units
Schedule C				
I. County				
(B) Interest- COG Revenue	\$ 70,489	\$ 56,901	\$ 127,390	To adjust COG entries
II. Department of MR/DD				
(B) Family Support Services- COG Revenue	\$ 174,002	\$ (174,002)	\$ -	To adjust COG entries
V. Other Revenues				
(I) Other (Detail On Separate Sheet)- County Revenue				
24.	\$ 260,462	\$ (260,462)	\$ -	To adjust COG entries
Worksheet 1				
5. Movable Equipment (E) Facility Based Services	\$ 72,134	\$ 1,342	\$ 73,476	To adjust for disposed asset
8. COG Expenses (B) Ages 3-5	\$ 482	\$ (417)	\$ 65	To adjust COG entries
8. COG Expenses (C) Ages 6-21	\$ 43	\$ (37)	\$ 6	To adjust COG entries
8. COG Expenses (E) Facility Based Services	\$ 20	\$ (17)	\$ 3	To adjust COG entries
8. COG Expenses (K) Co. Board Operated ICF/MR	\$ 34	\$ (29)	\$ 5	To adjust COG entries
8. COG Expenses (L) Community Residential	\$ 13,227	\$ (11,445)	\$ 1,782	To adjust COG entries
8. COG Expenses (M) Family Support Services	\$ 725	\$ (627)	\$ 98	To adjust COG entries
8. COG Expenses (N) Service & Support Admin	\$ 788	\$ (756)	\$ 32	To adjust COG entries
Worksheet 2				
5. COG Expenses (B) Ages 3-5	\$ 7,455	\$ 4,488	\$ 11,943	To adjust COG entries
5. COG Expense (C) Ages 6-21	\$ 659	\$ 397	\$ 1,056	To adjust COG entries
5. COG Expense (E) Facility Based Services	\$ 311	\$ 187	\$ 498	To adjust COG entries
5. COG Expense (K) Co. Board Operated ICF/MR	\$ 532	\$ 321	\$ 853	To adjust COG entries
5. COG Expenses (L) Community Residential	\$ 204,562	\$ 123,154	\$ 327,716	To adjust COG entries
5. COG Expense (M) Family Support Services	\$ 11,212	\$ 6,750	\$ 17,962	To adjust COG entries
5. COG Expense (N) Service & Support Admin	\$ 12,187	\$ (6,236)	\$ 5,951	To adjust COG entries
5. COG Expense (O) Non-Federal Reimbursable		\$ 44,133	\$ 44,133	To adjust COG entries
Worksheet 2A				
5. COG Expenses (B) Ages 3-5	\$ 1,072	\$ 367	\$ 1,439	To adjust COG entries
5. COG Expenses (C) Ages 6-21	\$ 95	\$ 32	\$ 127	To adjust COG entries
5. COG Expenses (E) Facility Based Services	\$ 45	\$ 15	\$ 60	To adjust COG entries
5. COG Expenses (K) Co. Operated ICF/MR	\$ 77	\$ 26	\$ 103	To adjust COG entries
5. COG Expenses (L) Community Residential	\$ 29,423	\$ 10,065	\$ 39,488	To adjust COG entries
5. COG Expenses (M) Family Support Services	\$ 1,613	\$ 551	\$ 2,164	To adjust COG entries
5. COG Expenses (N) Service & Support Admin	\$ 1,753	\$ (1,036)	\$ 717	To adjust COG entries
Worksheet 3				
5. COG Expenses (B) Ages 3-5	\$ 664	\$ (664)	\$ -	To adjust COG entries
5. COG Expenses (C) Ages 6-21	\$ 59	\$ (59)	\$ -	To adjust COG entries
5. COG Expenses (E) Facility Based Services	\$ 28	\$ (28)	\$ -	To adjust COG entries

Appendix A
Lorain County Board of Developmental Disabilities
2009 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
5. COG Expenses (K) Co. Board Operated ICF/MR	\$ 47	\$ (47)	\$ -	To adjust COG entries
5. COG Expenses (L) Community Residential	\$ 18,230	\$ (18,230)	\$ -	To adjust COG entries
5. COG Expenses (M) Family Support Services	\$ 999	\$ (999)	\$ -	To adjust COG entries
5. COG Expenses (N) Service & Support Admin	\$ 1,086	\$ (1,086)	\$ -	To adjust COG entries
Worksheet 7-A				
13. No. of Individual Served (L) Community Residential	\$ -	\$ 40	\$ 40	to add individuals served
Worksheet 7-D				
13. No. of Individual Served (L) Community Residential	\$ -	\$ 40	\$ 40	to add individuals served
Worksheet 7-E				
13. No. of Individual Served (L) Community Residential	\$ -	\$ 40	\$ 40	to add individuals served
Worksheet 7-F				
13. No. of Individual Served (L) Community Residential	\$ -	\$ 40	\$ 40	to add individuals served
Worksheet 7-G				
13. No. of Individual Served (L) Community Residential	\$ -	\$ 40	\$ 40	to add individuals served
Worksheet 9				
5. COG Expenses (N) Service & Support Admin. Costs	\$ 43,090	\$ (29,957)	\$ 13,133	To adjust COG entries
Worksheet 10				
4. Other Expenses (E) Facility Based Services	\$ 144,121	\$ (500)		To adjust NFR Item
		\$ (250)	\$ 143,371	To adjust NFR Item
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 500		To adjust NFR Item
		\$ 250	\$ 750	To adjust NFR Item
Reconciliation to County Auditor Worksheet				
Expense:				
Less: Capital Costs	\$ (689,625)	\$ (1,342)		To adjust for disposed asset
		\$ 15,319	\$ (675,648)	To correct depreciation reconcil
Revenue:				
Less: COG Income	\$ (1,069,325)	\$ 46,212	\$ (1,023,113)	To adjust for COG entries
Less: COG Income Refund Error	\$ (400)	\$ 400	\$ -	To adjust for COG entries
Less: COG Account Reconciliation	\$ (260,462)	\$ 260,462	\$ -	To adjust for COG entries
Less: COG Interest Income	\$ (70,489)	\$ 70,489	\$ -	To adjust for COG entries

Appendix B
 Lorain County Board of Developmental Disabilities
 2010 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule A				
19. Room and Board/Cost to Live (L) Community Residential	\$ 332,283	\$ 14,389	\$ 346,672	To adjust COG entries
Schedule B-1, Section A				
25. Non-Reimbursable (B) Adult	\$ 19,896	\$ (19,896)	\$ -	remove square footage
25. Non-Reimbursable (C) Child	\$ 7,101	\$ (7,101)	\$ -	remove square footage
25. Non-Reimbursable (D) General	\$ 18,838	\$ (18,838)	\$ -	remove square footage
Schedule B-1, Section B				
1. Total Individuals Served By Program (C) Supported Emp. -C	\$ 248	\$ (94)	\$ 154	to adjust individuals served
Schedule B-3				
1. Early Intervention (G) One Way Trips- Fourth Quarter	\$ -	\$ 331	\$ 331	to add omitted trips
Schedule B-4				
1. TCM Units (D) 4th Quarter	\$ 19,760	\$ 3	\$ 19,763	To adjust units
2. Other SSA Allowable Units (D) 4th Quarter	\$ 5,781	\$ (1,290)	\$ 4,488	To adjust units
		\$ (3)	\$ 4,488	To adjust units
2. Other SSA Allowable Units (E) COG Activity	\$ 77	\$ (4)	\$ 73	adjust COG units
3. Home Choice Units (C) 3rd Quarter	\$ 12	\$ (7)	\$ 5	to adjust COG units
3. Home Choice Units (E) COG Activity	\$ -	\$ 2	\$ 2	to add COG units
5. SSA Unallowable Units (D) 4th Quarter	\$ 2,368	\$ 1,103	\$ 3,471	adjust units
Schedule C				
I. County				
(B) Interest- COG Revenue	\$ 158,878	\$ (24,111)	\$ 134,767	To adjust COG entries
II. Department of MR/DD				
(A) Supported Living- COG Revenue	\$ 176,351	\$ 329,341	\$ 505,692	To adjust COG entries
(B) Family Support Services- COG Revenue	\$ 505,692	\$ (329,341)	\$ 176,351	To adjust COG entries
(D) Operating Subsidy- COG Revenue	\$ 1,920	\$ (1,920)	\$ -	To adjust COG entries
(E) Residential Facility- Non Waiver Services- COG Revenue	\$ 13,932	\$ (5,444)	\$ 8,488	To adjust COG entries
(F) SERMAK- COG Revenue	\$ 460,951	\$ (459,030)	\$ 1,921	To adjust COG entries
(G) Waiver Administration- Subsidy- COG Revenue	\$ -	\$ 13,932	\$ 13,932	To adjust COG entries
(H) Purchase of Service	\$ 8,488	\$ 452,463	\$ 460,951	To adjust COG entries
III. Department of Education				
(D) Other (Detail On Separate Sheet)				
1.	\$ 82,573	\$ (82,573)	\$ -	To adjust COG entries
Worksheet 1				
8. COG Expenses (B) Pre-School	\$ 1,033	\$ (936)	\$ 97	To adjust COG entries
8. COG Expenses (E) Facility Based Services	\$ 18	\$ (16)	\$ 2	To adjust COG entries
8. COG Expenses (K) Co. Board Operated ICF/MR	\$ 34	\$ (31)	\$ 3	To adjust COG entries
8. COG Expenses (L) Community Residential	\$ 8,781	\$ (7,960)	\$ 821	To adjust COG entries
8. COG Expenses (N) Service & Support Admin	\$ 3	\$ 105	\$ 108	To adjust COG entries
Worksheet 2				
1. Salaries (X) Gen Expense All Prgm.	\$ 1,450,050	\$ (296,050)	\$ 1,154,000	to adjust MAC costs
		\$ (249,539)	\$ 904,462	to adjust MAC costs
4. Other Expenses (O) Non-Federal Reimbursable	\$ 524,279	\$ 4,600	\$ 528,879	To adjust non federal reimbursable
4. Other Expenses (X) Gen Expense All Prgm.	\$ 165,186	\$ (4,600)	\$ 160,586	To adjust non federal reimbursable
5. COG Expenses (B) Pre-School	\$ 23,405	\$ (18,504)	\$ 4,901	To adjust COG entries
5. COG Expense (E) Facility Based Services	\$ 402	\$ (318)	\$ 84	To adjust COG entries
5. COG Expense (K) Co. Board Operated ICF/MR	\$ 766	\$ (605)	\$ 161	To adjust COG entries
5. COG Expenses (L) Community Residential	\$ 198,906	\$ (157,208)	\$ 41,698	To adjust COG entries
5. COG Expense (N) Service & Support Admin	\$ 61	\$ 5,444	\$ 5,505	To adjust COG entries
5. COG Expense (O) Non-Federal Reimbursable	\$ -	\$ 69,769	\$ 69,769	To adjust COG entries
Worksheet 2A				
5. COG Expenses (B) Pre-School	\$ 2,078	\$ (2,078)	\$ -	To adjust COG entries
5. COG Expenses (E) Facility Based Services	\$ 36	\$ (36)	\$ -	To adjust COG entries
5. COG Expenses (K) Co. Operated ICF/MR	\$ 68	\$ (68)	\$ -	To adjust COG entries
5. COG Expenses (L) Community Residential	\$ 17,657	\$ (17,657)	\$ -	To adjust COG entries
5. COG Expenses (N) Service & Support Admin	\$ 5	\$ (5)	\$ -	To adjust COG entries
Worksheet 3				
5. COG Expenses (B) Pre-School	\$ 1,571	\$ (1,571)	\$ -	To adjust COG entries
5. COG Expenses (E) Facility Based Services	\$ 27	\$ (27)	\$ -	To adjust COG entries
5. COG Expenses (K) Co. Board Operated ICF/MR	\$ 51	\$ (51)	\$ -	To adjust COG entries
5. COG Expenses (L) Community Residential	\$ 13,350	\$ (13,350)	\$ -	To adjust COG entries
5. COG Expenses (N) Service & Support Admin	\$ 4	\$ (4)	\$ -	To adjust COG entries
Worksheet 5				
5. COG Expenses (L) Community Residential	\$ 90,519	\$ 313	\$ 90,832	To adjust COG entries
Worksheet 6				
1. Salaries (I) Medicaid Admin	\$ 251,919	\$ 15,301	\$ 267,220	to adjust MAC costs
		\$ 296,050	\$ 563,270	to adjust MAC costs
		\$ 120,079	\$ 683,349	to adjust MAC costs
1. Salaries (O) Non-Federal Reimbursable	\$ 150,756	\$ 13,300	\$ 164,056	to adjust MAC costs
		\$ 249,539	\$ 413,595	to adjust MAC costs

Appendix B
 Lorain County Board of Developmental Disabilities
 2010 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
		\$ 63,883	\$ 477,478	to adjust MAC costs
2. Employee Benefits (I) Medicaid Admin	\$ 144,360	\$ 3,316	\$ 147,676	to adjust MAC costs
2. Employee Benefits (O) Non-Federal Reimbursable	\$ 86,432	\$ 2,882	\$ 89,314	to adjust MAC costs
Worksheet 7A				
13. No. of Individual Served (K) Co. Board Operated ICF/MR	\$ -	\$ 18	\$ 18	to add individuals served
13. No. of Individual Served (L) Community Residential	\$ -	\$ 40	\$ 40	to add individuals served
Worksheet 7B				
1. Salaries (X) Gen Expense All Prgm.	\$ 33,723	\$ (15,301)	\$ 5,122	to adjust MAC costs
		\$ (13,300)		to adjust MAC costs
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 6,479	\$ (3,316)		to adjust MAC costs
		\$ (2,882)	\$ 281	to adjust MAC costs
Worksheet 7D				
13. No. of Individual Served (E) Facility Based Services	\$ -	\$ 757	\$ 757	to add individuals served
13. No. of Individual Served (K) Co. Board Operated ICF/MR	\$ -	\$ 18	\$ 18	to add individuals served
13. No. of Individual Served (L) Community Residential	\$ -	\$ 40	\$ 40	to add individuals served
Worksheet 7E				
13. No. of Individual Served (K) Co. Board Operated ICF/MR	\$ -	\$ 18	\$ 18	to add individuals served
13. No. of Individual Served (L) Community Residential	\$ -	\$ 40	\$ 40	to add individuals served
Worksheet 7F				
13. No. of Individual Served (K) Co. Board Operated ICF/MR	\$ -	\$ 18	\$ 18	to add individuals served
13. No. of Individual Served (L) Community Residential	\$ -	\$ 40	\$ 40	to add individuals served
Worksheet 7G				
13. No. of Individual Served (L) Community Residential	\$ -	\$ 40	\$ 40	to add individuals served
Worksheet 7H				
13. No. of Individual Served (K) Co. Board Operated ICF/MR	\$ -	\$ 18	\$ 18	to add individuals served
Worksheet 9				
1. Salaries (N) Service & Support Admin. Costs	\$ 1,288,982	\$ (120,079)		to adjust MAC costs
		\$ (63,883)	\$ 1,105,020	to adjust MAC costs
5. COG Expenses (N) Service & Support Admin. Costs	\$ 86	\$ 37,173	\$ 37,259	to adjust MAC costs
Worksheet 10				
2. Employee Benefits (G) Community Employment	\$ 269,905	\$ (2,714)	\$ 267,191	To adjust misclassified expenditure
4. Other Expenses (G) Community Employment	\$ 28,422	\$ 2,714	\$ 31,136	To adjust misclassified expenditure
Reconciliation to County Auditor Worksheet				
Expense:				
Less: Capital Costs	\$ (583,465)	\$ (51,771)	\$ (635,236)	To correct depreciation reconciling
Medicaid Administration Worksheet				
Lines 6 -10 Ancillary Costs	\$ -	\$ 41,519	\$ 41,519	To add ancillary costs

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Dave Yost • Auditor of State

LORAIN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

LORAIN COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
AUGUST 6, 2013**